How to Pay the Balance—Granada Hills RC

- 1. Visit <u>reg.laparks.org</u> and log into your account.
- 2. Click on "My Account" then "Pay Old Balances."

		Home Search -	My Account Event Calendar	
Update	Reprint	History & Balances	Reports	
Documents	Reprint A Receipt	My History	Household Roster	
Household & Member		Pay Old Balances	Household Calendar	
Account Settings			Childcare Statement	
			Member Visit Report	

- 3. On the new page, set a range for Transaction or Item dates (generally you can leave this as it is).
- 4. Make sure the "Module" selected is "Activity Enrollments" then hit "Search."

	 Search Criteri 	Search Criteria							
	Begin Transaction Date	03/07/2016	End Transaction Date	12/31/2099	Sort Option	Date •			
	Begin Item Date	03/07/2016	End Item Date	12/31/2099	Sort Order	Ascending •			
4	Module	Activity Enrollments							
Search Add To Cart Select All Deselect All									

- 3. Place a checkmark next to the week(s) of camp you wish to pay for then hit "Add to Cart." If you are ready to pay, click on "Proceed to Checkout" as process as normal.
 - You **MUST** pay the remaining balance as it does not allow any other amounts.